

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA
U.S. PROBATION OFFICE**

U.S. PROBATION OFFICER

Vacancy Announcement No: 16-03P

This position is a temporary position with an expected duration of a year and a day.

Location: To be Determined

Within the Eastern District of North Carolina to include:

Raleigh, Greenville, Wilmington, Fayetteville, New Bern or Jacksonville

Salary Grade/Range: CL 25 (\$40,317- \$66,532)*

Promotional Potential: CL 28 (\$56,137 - \$94,058)

*Depending upon experience and qualifications

Opening Date: December 7, 2015

Closing Date: Open Until Filled**

** Initial Cut-off Date: December 21, 2015

Description of Vacancy:

The U.S. Probation Office for the Eastern District of North Carolina is seeking qualified applicants for a full-time, temporary probation officer position. This position will conduct investigations, provide sentencing recommendations to the Court, supervise offenders, perform pretrial duties, and serve as coordinator for the offender release planning process.

Representative Duties:

The incumbent serves as the primary resource and liaison for coordinating information used in the release planning process of offenders, including sex offenders. The coordination of these efforts involves securing release information from the Bureau of Prisons and communicating appropriate information to districts, developing appropriate release conditions, serving as the primary contact to various agencies involved in the release process, reviewing presentence reports for determination of the potential release district, and managing and maintaining appropriate data and reports. The incumbent also researches, reviews and summarizes case law, monitors legal proceedings and case developments, assists with the development of national policies and procedures, and performs other duties as assigned.

Investigative Duties: The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

Supervision Duties: The incumbent supervises defendants/offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with defendants/offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

Qualifications:

1. To qualify at the CL 25 level: A four-year degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, human relations, accounting, education, business or public administration and one year of specialized, progressively responsible experience gained after the completion of a bachelor's degree, in criminal or financial investigations, report writing, probation, pretrial services, human services, parole, corrections, counseling, or work in substance abuse/addiction treatment.

Experience as a police, custodial, or security officer, other than any criminal investigative experience, does not qualify as specialized experience.

Educational Substitutions: Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience: 1) An overall "B" grade point average equaling 2.90 or better; 2) Standing in the upper 1/3 of class; 3) A "B+" (3.5) average or better in the major field of study; or 4) Election to membership in Phi Beta Kappa or other acceptable national honor society. Completion of academic year of graduate work (30 semester or 45 quarter hours) in a field of study closely related to the position equates to one year of specialized experience.

2. Excellent written and oral communication skills, proofing and grammatical skills.
3. Preference will be given to candidates with a Juris Doctorate degree.
4. Excellent computer skills, in particular, word processing.
5. Ability to exercise initiative in handling assignments; perform thorough investigations; analyze and evaluate varied information from multiple sources and form conclusions; and write clear, concise, grammatically correct reports while meeting strict deadlines.
6. Must possess unquestioned integrity, maturity in judgment, and trust.
7. Have a demonstrated ability to meet people, inspire confidence, and secure cooperation and teamwork.
8. Applicants must be U.S. citizens and must also meet age and physical standards established under the Federal Employees Retirement System and its provisions for law enforcement personnel.

Physical Requirements and Maximum Entry Age:

1. The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of federal crimes.
2. Because officers must effectively deal with physical attacks and are subject to moderate and arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.

First time appointees to positions covered under law enforcement officer requirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Prior to appointment, the selectee considered for this position will undergo an extensive Office of Personnel Management

(OPM) background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, medical examination, and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations and drug screening. If a provisional hire is authorized, continued employment will be contingent upon successful completion of the OPM investigation. The person selected for this position will also be required to submit fingerprints for an FBI background check. This position is temporary in nature (a year and a day), contingent upon the continued availability of funds.

Benefits:

Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, the official [AO 78 Application Form](#), [the supplemental data form](#), a copy of the last two performance evaluations, and a copy of transcripts for bachelor’s degree and any advanced degree. Forms and additional information are available via the Internet at: www.ncep.uscourts.gov/employment.htm.

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. More than one position may be filled by this vacancy announcement. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the “*Code of Conduct for Judicial Employees*” which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

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